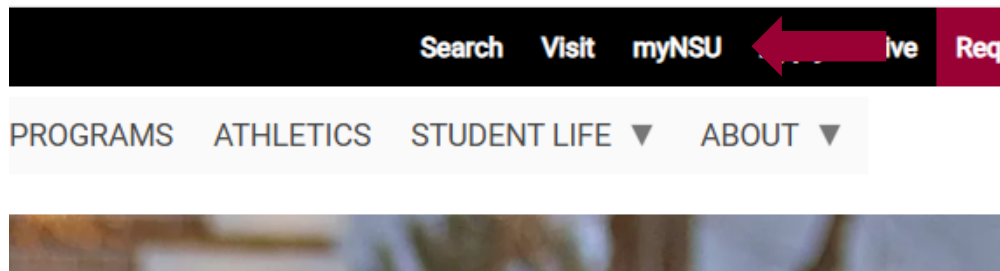


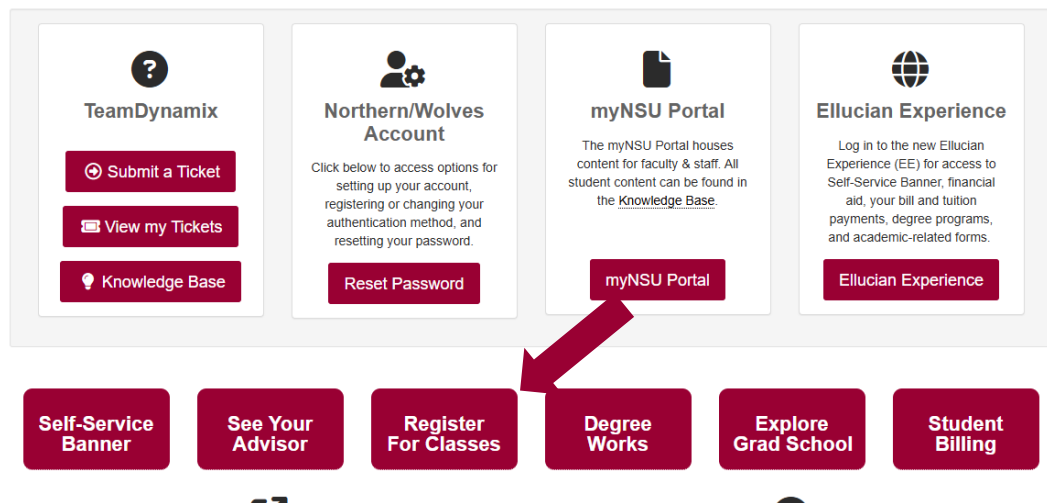
## Self-Service Banner Plan Ahead Area

The Plan Ahead are in Self Service Banner(SSB) will allow you and your advisor to build a course list for upcoming semesters. The positive features for using the Plan Ahead area is that you can save and adjust plans according to what courses you need and when they are available.

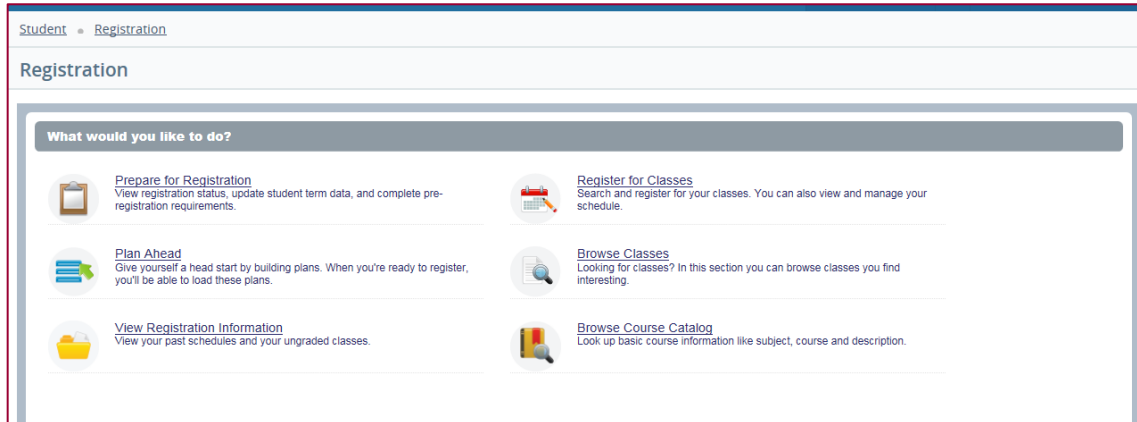
1. Select myNSU on the homepage.



Select Register for Classes



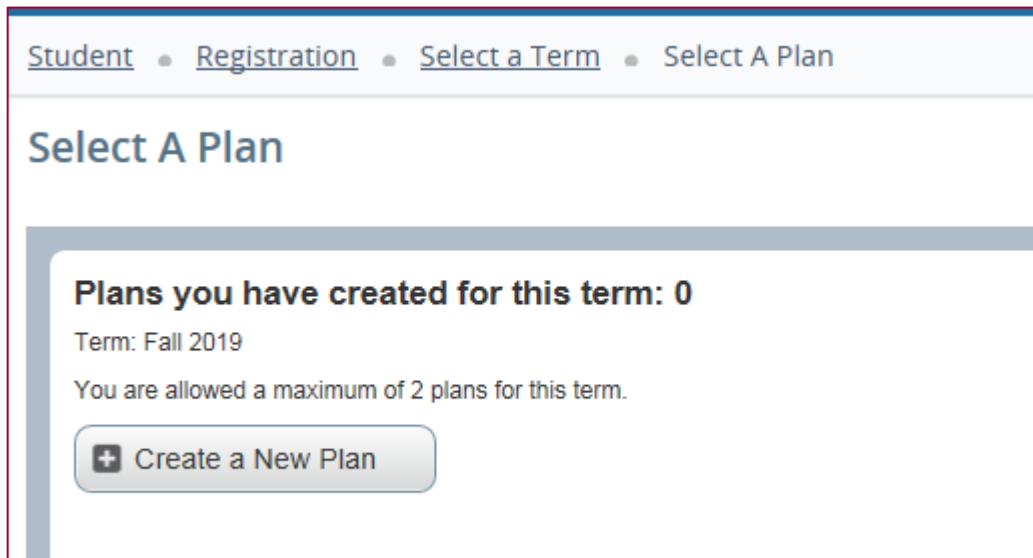
This will bring up the Registration Menu.



The screenshot shows the 'Registration' menu. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#). Below this is the title 'Registration'. A section titled 'What would you like to do?' contains six options, each with an icon and a brief description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

2. Choose the term you wish to plan. Click on Create a New Plan



The screenshot shows the 'Select A Plan' page. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#). Below this is the title 'Select A Plan'. A section titled 'Plans you have created for this term: 0' shows 'Term: Fall 2019' and states 'You are allowed a maximum of 2 plans for this term.' A button labeled '+ Create a New Plan' is visible.

3. Enter your search criteria.
4. Make your selections and click **Search**.
5. Additional fields can be added if you click on **Advanced Search**.



**Plan Ahead**

**Find Classes**

**Search Results — 98 Courses**  
Term: Fall 2019 Subject: Business Administration Level: Undergraduate Search Again

Title	Subject Description	Course Number	Hours	Description	
<a href="#">Survey of Business</a>	Business Administration	101	3	This course is an introd...	<a href="#">View Sections</a> <a href="#">Add Course</a>
<a href="#">Topics</a>	Business Administration	192	1 TO 3	A course devoted to a p...	<a href="#">View Sections</a> <a href="#">Add Course</a>
<a href="#">Business Statistics</a>	Business Administration	220	3	This course introduces...	<a href="#">View Sections</a> <a href="#">Add Course</a>
<a href="#">Business Communications</a>	Business Administration	244	3	Study and practical app...	<a href="#">View Sections</a> <a href="#">Add Course</a>

6. Click on View Sections to see the courses or click Add Course to add them to your Plan Summary Area
7. In this example, the user did not sort by university or location, so can tell university by looking at the smart coding on the section (NSU classes start with N), and can tell if it is a face-to-face class if times and dates are listed.

**Plan Ahead**

**Find Classes**

**Catalog Search Results** **Search Results — 8 Classes**  
Term: Fall 2019 Subject and Course Number: BADM101 Business Administration

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
<a href="#">Survey of Business</a> Face-to-face, term bas	Busine...	101	B01	3	8...	F...	Altmyer, Donal...	S M T W T F S 09:30 AM - 10:45	B...	30 of 30...	BHSU UG OnCampus Common Course	<a href="#">Add</a>
<a href="#">Survey of Business</a> Face-to-face, term bas	Busine...	101	D...	3	8...	F...	Roach, Michael Osborn, Laura	S M T W T F S 09:30 AM - 10:45	D...	48 of 50... 99 of 99 waitl...	Common Course DSU UG OnCampus Course Fee Business Sch UG	<a href="#">Add</a>
<a href="#">Survey of Business</a> Face-to-face, term bas	Busine...	101	D...	3	8...	F...	Jansen-Simme...	S M T W T F S 11:30 AM - 12:45	D...	25 of 25... 99 of 99 waitl...	Common Course DSU UG, AS, SS, Sioux Falls UC	<a href="#">Add</a>
<a href="#">Survey of Business</a> Online Synchronous	Busine...	101	D...	3	8...	F...	Jansen-Simme...	S M T W T F S - Type: Class B...	D...	25 of 25... 99 of 99 waitl...	Common Course DSUUG, SS, Internet (not Nis/P	<a href="#">Add</a>
<a href="#">Survey of Business</a> Face-to-face, term bas	Busine...	101	N...	3	8...	F...	Ohmer, Dougl...	S M T W T F S 11:00 AM - 12:15	N...	25 of 30... 5 of 5 waitlist	Common Course NSU UG OnCampus Course Fee Business Sch UG	<a href="#">Add</a>
											Common Course	

8. Click **Add** to select the sections you want and they will appear at the bottom in your **Plan Summary Area** with a **Pending Status**.
9. Click on **catalog results** if you need to do additional searches in the top section. As you add other sections, you can tell if times overlap and choose add or remove to either keep sections in your plan or remove them.



10. When you have finished building your course list, click on the **Save Plan** button and name your plan.

11. You are allowed to save 2 plans.

The screenshot displays the Banner Student Self Service Registration interface. At the top, the 'Find Classes' tab is active, showing search results for 'Fall 2019' with the subject and course number 'BADM244 Business Administration'. The results table lists two courses: 'Business Communi... Face-to-face, term bas' and 'Business Communi... Face-to-face, term bas'. Both courses are taught by 'Mathern, Amb...' and have a meeting time of '10:00 AM - 10:50' on 'M T W T F S'. The status for both is 'Pending'. The 'Add' button is visible for each course.

Below the search results, the 'Schedule' tab is active, showing a class schedule for Fall 2019. The schedule is a grid with days of the week (Sunday through Saturday) and times (10am, 11am, 12pm, 1pm). The courses are listed as 'Pending' in the grid. A tooltip message says 'Open and close bottom panels to display extra registration information.' The 'Panels' dropdown is visible at the bottom left.

On the right side, the 'Fall 2019Untitled Plan' is shown. It lists the courses added to the plan: 'Business Comm...' (BADM 2... 3 80441 Face...) and 'Survey of Business' (BADM 1... 3 80790 Face...). Both are marked as 'Pending'. The 'Add' button is visible for each course. The 'Total Planned Hours' is 0. The 'Save Plan' button is at the bottom right.

12. The **Pending** status will change to **Planned**.

NOTE: If you change your mind about a class, you can change the default Register under the summary action column to remove. When you are done, click on the Submit button at the very bottom right.



## Register for Classes with a Plan

1. Navigate to the Register for Courses area.
2. If you saved a plan, click on the **Plans** tab. Your plan will appear and from that screen you can Add All or add the courses individually, or remove them.

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Plans' tab is selected. Below the tabs, there is a section titled 'Register from a plan.' with a sub-header 'Term: Fall 2019'. A plan named 'Plan 1' is listed, created by 'You (Preferred)'. Below this is a table of courses in the plan:

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Business Communications	BADM 244, N02	3	80441	Face-to-face,...	Mulhern, Amber (Primary)	Standard	<a href="#">View Sections</a> <a href="#">Add</a>
Survey of Business	BADM 101, N01	3	80790	Face-to-face,...	Chmmer, Douglas (Primary)	Standard	<a href="#">View Sections</a> <a href="#">Add</a>

Records: 2

Below the plan table, there is a 'Schedule' section showing a class schedule for Fall 2019. It includes a calendar view with days of the week and times. A tooltip says: 'Open and close bottom panels to display extra registration information.'

At the bottom, there is a 'Summary' section with a table of courses:

Title	Details	Hours	CRN	Schedule	Status	Action
Survey of Business	BADM 101...	3	80790	Face-t...	Pending	<a href="#">Register</a>
Business Communi...	BADM 244...	3	80441	Face-t...	Pending	<a href="#">Register</a>
Art Appreciation	ARTH 100...	3	80990	Online...	Pending	<a href="#">Register</a>

Total Hours | Registered: 0 | Billing: 0 | CEN: 0 | Min: 0 | Max: 999,999,999

At the bottom right, there is a 'Submit' button and a checkbox for 'Conditional Add and Drop'.

3. Courses will appear in the **Summary Area** with a pending status.
4. Click **Submit** to register for all of the courses.
5. You can choose to remove them from the summary before submitting. If you close before the status shows Registered, the summary will not be saved.



6.

7. The status changes to **Registered** in the **Summary Area** and a message appears in the upper right that the save was successful.

Student • Registration • Select a Term • Register for Classes

Save Successful

### Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

**Register from a plan.**  
Term: Fall 2019

Plan 1 Created by: You (Preferred) Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Business Communications	BADM 244, N02	3	80441	Face-to-face,...	Mathern, Amber (Primary)	Standard	<a href="#">View Sections</a> <a href="#">Add</a>
Survey of Business	BADM 101, N01	3	80790	Face-to-face,...	Ohmer, Douglas (Primary)	Standard	<a href="#">View Sections</a> <a href="#">Add</a>

Records: 2

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Schedule Schedule Details

Class Schedule for Fall 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am			Business Communications		Business Communications		
11am			Survey of Business		Survey of Business		
12pm							
1pm							

Open and close bottom panels to display extra registration information.

Summary

Title	Details	Hours	CRN	Schedule	Status	Action
Survey of Business	BADM 101...	3	80790	Face-t...	Registered	None
Business Communi...	BADM 244...	3	80441	Face-t...	Registered	None
Art Appreciation	ARTH 100...	3	80990	Online...	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop Submit



## Remove Courses

If you change your mind about a class, it can be dropped from this same screen by selecting the drop option in the action box by each class. Options in SSB are Drop with Refund through census date for the class. A drop after that date does not generate a refund, so after census, the drop option will change to “drop”.

You will not be able to drop all classes. If you are trying to do that, you need to contact the Registrar’s Office as they need to know to initiate special processing to allow any refunds to be calculated.

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
<a href="#">Survey of Business</a>	BADM 101...	3	80790	Face-t...	Registered	None
<a href="#">Business Communi...</a>	BADM 244...	3	80441	Face-t...	Registered	None
<a href="#">Art Appreciation</a>	ARTH 100...	3	80990	Online...	Registered	None

None  
Drop With Refund

Total Hours | Registered: 9 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999.999

☐ Conditional Add and Drop 

Submit

Schedule

Schedule Details

Class Schedule for Fall 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am			Environmental Reflex		Environmental Reflex		
11am							
12pm							
1pm			Intermediate Algebra Lab		Lab: Environmental Reflex		
2pm							
3pm							
4pm							

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
Intermediate Algebra Lab	MATH 101L, ...	1	80588	Face-to...	Registered	None
Environmental Biology	BIOL 211, N01	3	80429	Face-to...	Registered	None
Lab: Environmental Biol...	BIOL 211L, N03	0	80473	Face-to...	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 999,999.999